

Santa Fe College
Resource & Planning Council
April 7, 2016
Northwest Campus, Room F-258

Minutes

1.0 Welcome and Call to Order

Lisa Armour called the meeting to order at 2:03 p.m.

The following members of the Council were present:

Ed Bonahue	Gary Hartge
Naima Brown	Mike Hutley
Cheryl Calhoun	Jodi Long
John Chapman	Rhonda Morris
Chuck Clemons	David Price
Conor Flynn	David Schlafer
Lela Frye	Courtney Taylor
Kim Fugate-Roberts	David Tegeder
Ginger Gibson	Nina Trombi
Beatriz Gonzalez	

The following members were not present:

Mike Curry	Jake Searcy
Patti Locascio	Jessica Vander Biezen

Guests: Stefanie Waschull and Lindy Russell

Recorders: Cheryl Farrell and Amy Nichols

Action Item: Lisa will email the March 10 meeting minutes out for final approval.

2.0 Continued Discussion on Operating Budget Revenue and Expenditure Assumptions and Projections – Ginger Gibson

Two items on the 2016-17 Operating and Expenditure Assumptions and Projections were revised according to Ginger Gibson. The first item located under *Revenues – State Resources (1.c.)* was revised after the Legislative Session closed and a budget workshop involving the SF Board, Dr. Sasser, Ginger Gibson, and others met to discuss the session outcomes. It was determined the amounts from “base” state funding and the state investment would be regarded as recurring revenue. The following was added to that section: *“Both amounts that are used to fund performance will be budgeted as recurring revenue.”*

The second revision was made under *Expenditures – Personnel Services (1.b.)*. In March’s meeting it was determined that words had been inadvertently excluded. Gibson rewrote the item for clarity and combined both sentences to read: *“With a targeted eighty percent of the operating budget utilized for salaries and benefits, budgeting for salary lapse should be taken into consideration when projecting personnel services expenditures.”*

Further updates included the Board moving money from the state's investment fund into Performance (recurring), a netting of GR (lottery money) of approximately \$563K (new recurring money), and two nonrecurring allotments. The first included receiving \$2M operating dollars from the state (not in base next year), plus a \$1M allocation for the Distinguished College Program. The college can anticipate receiving funds assuming that it is one of the top institutions in the performance model. Gibson further explained the bottom institutions' state investment money is redistributed to the top five. It is anticipated that SF will fall within the top five ranking and will receive additional nonrecurring dollars.

Current enrollment trends and collection fees indicate \$500K of new recurring revenue for the upcoming fiscal year. The goal next year, according to Dr. Sasser, is to convert some nonrecurring funds to recurring operating dollars.

3.0 Budget Presentations from Salary and Benefits – Nina Trombi and David Price

Nina Trombi, Career Service Council (CSC) chair, provided the council with the annual recommendations for the 2016-17 fiscal year. Items discussed included *Wages, Compensation Study, Healthcare, Bereavement Leave, Professional Development, Association of Florida Colleges, and Lactation Room(s)*.

Trombi recommended 80% of the college budget continue to be devoted to salary and benefits. In addition, the CSC is requesting a flat increase for all currently filled and full-time CS positions (no more %-based increases). The Career Service Council is also requesting a Compensation Study with the intent of increasing SF salaries to a more competitive level within the local marketplace for public employees and in line with the top colleges in the state. In addition, an incentive pay was recommended for all SF employees who had received a certification or a graduate degree and a monetary compensation for CS employees performing the role of fiscal agent or acting in the role of support staff for large grants that dramatically increase the workload. The final item requested in the wage category was the continued funding and filling of vacated CS positions.

Continued healthcare coverage at 100% was recommended along with promotion of wellness programs. Trombi further requested that the council consider a bereavement leave outside of vacation and sick/personal leave of 1-3 days that would be used for a death in the employee's immediate family. A continuation of SF tuition waiver programs, and Professional Development and Scholarship funds were equally supported and recommended for the coming fiscal year. In closing, Trombi recommended continued funding for the Association of Florida Colleges Chapter, and a new request was added for lactation rooms for students, faculty, and staff that would allow breastfeeding mothers to utilize pumping devices in a quiet, private, clean, and comfortable spot.

Action Item: Lela Frye to look into the possibility of revising Rule 3.20 adding an unpaid status for bereavement for those who are new to the college and/or for those who have expended all leave.

Action Item: Nina Trombi to acquire names of those CS employees who have received degrees in the past year for Naima Brown.

David Price, Senate President and chair of the Senate Salary and Benefits Committee, reviewed the committee's recommendations for the upcoming fiscal year. They include:

- Maintain at least 80% of budget devoted to salary and benefits
- In recognition of SF's standing as the top college in the nation, within three years, increase SF salaries to a more competitive level within the local marketplace for public employees and in line with the top colleges in the state. Comply with evolving Federal thresholds for exempt employees and overtime while maintain or raising existing base salaries.
- Continue coverage of employee health care at 100% on insurance cost, continue to work with FCCRMC to provide more affordable plans, and continue to promote SF Wellness Programs for a healthier life style.
- Make part-time employees, including Tempforce, eligible for the general annual increase.
- Conduct an equity study to address salary stagnation and loading concerns.
- Advocate through AFC to support the current standards of basing retirement pay on an employee's top five years of state employment, keeping the DROP interest rate at its current level, maintaining the historical tradition of a FRS 3% annual cost of living adjustment in retirement pay, keeping insurance subsidy to help retirees cover the rising insurance premiums, and increasing the employer contribution to FRS Investment Plan & CCORP so that the total percentage contributed equals the average total contribution of the 2002-2011 period without increasing employee contributions.
- Maintain continuing contract or annual contract leading to continuing contract as the primary method of full-time employment for faculty.
- Raising NIU rates to equal the credit hour rate of adjuncts.

4.0 Enrollment – Definitions, Cohorts, and Statistics – Gary Hartge

Due to questions that arose at the last meeting regarding enrollment figures, cohorts, and procedures for computing retention and completion rates, IR Director Gary Hartge provided a presentation on how enrollment is defined at the college. Charts representing the overall enrollment at the college reflected a decline in enrollment over the past five to six years. Hartge reported that data indicated part-time student enrollment had increased slightly, while full-time enrollment had decreased. In addition, the number of students seeking AA degrees has increased while the number seeking AS degrees has decreased.

Hartge further explained that FTE represented full-time equivalency and was based on 12 credit hours according to the state and Financial Aid requirements. Dr. Armour added that retention efforts are frequently discussed along with enrollment statistics, since supporting students in finishing what they start has a positive impact on enrollment. There was

discussion on the increased retention associated with Navigating the College Experience (SF's current Quality Enhancement Plan).

Rhonda Morris, Director of the QEP, added that minority FTIC and high-risk students enrolled in NCE sections had pronounced improvement in retention rates. Gary Hartge confirmed those findings.

5.0 Discussion on Budget Presentation – Lisa Armour and Ginger Gibson

It was determined by the council that the Operating Budget Revenue and Expenditure Assumptions and Projections for FY 2016-17 could be finalized. Gibson will distribute the final version to the council.

Dr. Armour continued the discussion on the budget presentations and encouraged the council to reflect on the ways in which recommendations from ITS, QEP, Career Service Council, Senate, and Facilities aligned with the Strategic Plan. The council's observations are valuable points of reference for Dr. Sasser and his staff as the budget is prepared for consideration by the Board. The list below represents items the council members called attention to for their strong alignment with the Strategic Plan:

- Conduct an Equity Study for A & P and Faculty – Making SF the Employer of Choice
- Look at Salary Compression – Making SF the Employer of Choice
- Expand the Use of Grades First software to assist students in staying on track for achievement of their goals (QEP) – Direction Theme

It was noted that further discussion would take place at the next RPC meeting in an effort to continue formulating the council's recommendations from the strategic planning perspective. Recommendations will then be carried to President's Staff, impacting the development of the budget.

Action Item: Ginger Gibson to email the finalized Assumptions and Projections to council members.

6.0 Adjournment

The meeting was adjourned at 3:55 p.m.